**Microsoft Word**

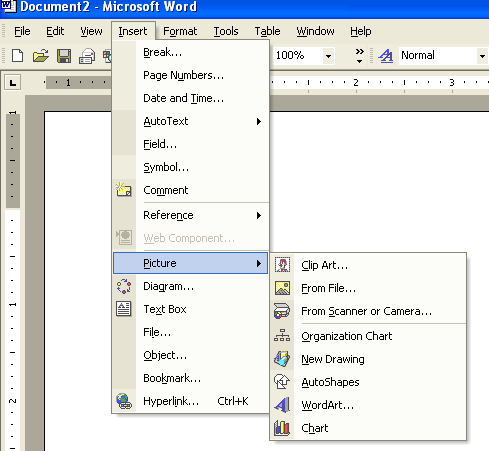
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24



25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43

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| --- | --- | --- |
| 1 | New Blank Document | Opens a new page |
| 2 | Open | Opens up previously saved document |
| 3 | Save | Saves document |
| 4 | E-Mail |  |
| 5 | Print | Prints the document that you are working on |
| 6 | Search | Search for documents saved on computer |
| 7 | Print Preview | Shows an image of your document to view before printing |
| 8 | Spelling Check | Checks the spelling and basic grammar of your document |
| 9 | Scissors | Cut an object |
| 10 | Copy | Copy object |
| 11 | Paste | Paste an object |
| 12 | Format Painter | Copy formatting from one area and paste to another |
| 13 | Undo | Removes last action |
| 14 | Redo Auto correct | Removes the last action performed by Undo button |
| 15 | Hyperlink | Add a link to document |
| 16 | Tables and Borders | Illustration on the back of this page |
| 17 | Insert Table | An easy way of creating a table |
| 18 | Insert Excel Spreadsheet | An easy way of inserting a spreadsheet |
| 19 | Columns |  |
| 20 | Drawing |  |
| 21 | Document Map |  |
| 22 | Show/Hide | Shows all formatting |
| 23 | Zoom | Enlarges the viewing screen |
| 24 | Help | A place to ask questions |
| 25 | Style and Formatting | Template of heading and subheadings |
| 26 | Style Headings | Names the formatting |
| 27 | Font |  |
| 28 | Font size |  |
| 29 | Bold |  |
| 30 | Italic |  |
| 31 | Underline |  |
| 32 | Align left |  |
| 33 | Center |  |
| 34 | Align right |  |
| 35 | Justify | The edges of the document are kept straight |
| 36 | Line space | Single, double, triple |
| 37 | Numbering |  |
| 38 | Bullets |  |
| 39 | Decrease indent | Paragraph formatting |
| 40 | Increase indent | Paragraph formatting |
| 41 | Border and shading | Illustrated on the back of this page |
| 42 | Highlight |  |
| 43 | Font Color |  |

INSERTING CLIPART



Text Box

Word Art

Diagram/Chart

Insert Clipart

Insert Picture

Fill Color Bucket

Highlight

Font Color

Line Styles

Drawing Toolbar

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